



Online Filing Instructions





- Must have a Subscription Services Account
- Must have “Annual Report Filer” status
- Direct upload options (Available Templates)
 - Schedule 04/05
 - Schedule 09
 - Schedule 16 (State and Federal)
- Validation process will occur
- Summary reports are created



- Login or create a new account
- For new users, your government liaison contact must assign you “Annual Report Filer” status

SUBSCRIPTIONS AND CLIENT PORTAL LOG-IN

Welcome to the State Auditor’s Office portal. Logging into the portal will allow you to manage your subscriptions and - for our government clients – submit reports and questions, review and update information and view resources. If you need assistance logging in or with your account, please contact our Office at WASateAuditorSubscriptions@sao.wa.gov for support.

LOG IN TO MY ACCOUNT

E-mail:

Password:

[I forgot my password.](#)

DON'T HAVE AN ACCOUNT YET?

Click [here](#) to create a new account. An e-mail address and other contact information will be required to create your account.

NOTE - if you already have a subscription services account you may use the same account information to login to the client portal.



1. [Templates and Instructions](#) – This link will access all the reporting templates
2. [Submit your annual report](#) – Starts the filing process
3. [View saved reports...](#) – Allows users to complete the report in steps, save and continue



Submit Annual Report

Select Cash Basis or GAAP Basis and mark appropriate Yes or No

SUBMIT ANNUAL REPORT

General Information

12345

Entity:
Aberdeen, City of

Email Address:
walzd@sao.wa.gov
[update](#)

Report Type:
☒ Cash Basis
 ☐ GAAP Basis

Certification/Cover Page:
☐ Attached
 ☐ Mailed

Year:
2011

Is there a schedule for liabilities?
☐ Yes
 ☐ No

Did you have expenditures from state grants?
☐ Yes
 ☐ No

Did you have expenditures from federal grants?
☐ Yes
 ☐ No

[Next >>](#)



- Revenue/Expenditure data – Schedule 04/05 is submitted
- 2 options, either upload or manual entry
- If upload, file must be in correct format

SUBMIT ANNUAL REPORT

Schedules 4 & 5 Format

1234567891011

How would you like to submit your schedule data?

☒ Submit a file in standard record layout
☐ Add all line items manually

Click the "Select File" button to attach your schedule then click the "Next >>" button at the bottom to submit your schedule data. Click the links below to view examples of the [standard record layout](#):

- [Excel version](#)
- [Flat file version](#)

Schedule File:

Excel File Sample

- Schedules 04/05 combined into a single file
- Templates are available with BARS Account codes specific to certain government types
- All columns should be formatted as “Text” except Amount Column

MCAG	Fund Number	Fund Name	BARS Account	Description	Amount
0262	001	General Fund	3080000	Begin. Net Cash & Investments	80788.57
0262	001	General Fund	3111000	General Fund Property Taxes	342588.53
0262	001	General Fund	3121000	Timber Harvest Taxes	75.99
0262	001	General Fund	3131000	Local Retail Sales Tax	230968.49
0262	001	General Fund	3137100	Sales Tax - Criminal Justice	34663.03
0262	001	General Fund	3164100	Cowlitz Pud Utiliy Tax	92723.28
0262	001	General Fund	3164300	Natural Gas Utility Tax	17264.5
0262	001	General Fund	3164700	Telephone Util.taxes-Other Co.	29050.86
0262	001	General Fund	3164700	Kalama Telephone Utility Taxes	13916.17
0262	001	General Fund	3167200	Water Utility Taxes	61554.56
0262	001	General Fund	3167400	Sewer Utility Taxes	46822.28
0262	001	General Fund	3172000	Leasehold Excise Taxes	26938.26
0262	001	General Fund	3175100	Gambling Excise Taxes	8583.71
0262	001	General Fund	3213000	Fireworks Permits	100
0262	001	General Fund	3217001	Cabaret Licenses	120
0262	001	General Fund	3217002	Amusement Machine Licenses	120
0262	001	General Fund	3219000	Other Business Licenses	16910.5
0262	001	General Fund	3219100	Adelphia Cable Franchise Tax	12884.87



Flat File Sample

- A number of software vendors create text file versions of Schedule 04/05

A020193001	3080000	33649
A020193001	3111000	19816
A020193001	3131000	16726
A020193001	3137100	2754
A020193001	3145100	6787
A020193001	3198100	10
A020193001	3221000	100
A020193001	3223000	890
A020193001	3360098	7266
A020193001	3360621	1000
A020193001	3360625	339
A020193001	3360626	194
A020193001	3360651	77
A020193001	3360694	1148
A020193001	3360695	1617
A020193001	3370000	10
A020193001	3611100	296
A020193001	3614000	50
A020193001	3621000	35
A020193001	3699000	16929
A020193001	5116010	568
A020193001	5116020	60



Schedule 04/05 Import

- Select file to attach and select Next
- If an error message occurs at this stage, the file format is not as prescribed. Please make necessary adjustment to file, re-attach and select Next.

Schedules 4 & 5 Format

1 2 3 4 5 6 7 8 9 10 11

How would you like to submit your schedule data?

☒ Submit a file in standard record layout

☐ Add all line items manually

Click the "Select File" button to attach your schedule then click the "Next >>" button at the bottom to submit your schedule data. Click the links below to view examples of the [standard record layout](#):

- [Excel version](#)
- [Flat file version](#)

Schedule File:

Validation Report

- A list will appear with invalid line items. All “Red Flags” must be cleared in order to advance the filing process. You may edit line items from this screen, or re-import a corrected Excel file.

VALIDATION REPORT ☐ Display all line items

Page 1 of 3, items 1 to 20 of 41.

Type	Schedule	Line #	BARS Account	Error	Error Description	Amount		
04	Detail of Revenues	1	3080000	Invalid BARS account	Invalid BARS account format	\$195,664.00	Edit	Delete
04	Detail of Revenues	2	3080101	Invalid BARS account	Invalid BARS account format	\$27,168.00	Edit	Delete
04	Detail of Revenues	3	3080109	Invalid BARS account	Invalid BARS account format	\$42,645.00	Edit	Delete
04	Detail of Revenues	4	3080110	Invalid BARS account	Invalid BARS account format	\$34,735.00	Edit	Delete
04	Detail of Revenues	5	3080310	Invalid BARS account	Invalid BARS account format	\$22,299.00	Edit	Delete
04	Detail of Revenues	17	3183010	Invalid BARS account	Invalid BARS account format	\$13,735.00	Edit	Delete
04	Detail of Revenues	68	3611001	Invalid BARS account	Invalid BARS account format	\$263.00	Edit	Delete
04	Detail of Revenues	105	3080201	Invalid BARS account	Invalid BARS account format	\$40,770.00	Edit	Delete
04	Detail of Revenues	108	3080401	Invalid BARS account	Invalid BARS account format	\$193,888.00	Edit	Delete
04	Detail of Revenues	109	3080402	Invalid BARS account	Invalid BARS account format	\$62,632.00	Edit	Delete
04	Detail of Revenues	110	3080403	Invalid BARS account	Invalid BARS account format	\$39,276.00	Edit	Delete
04	Detail of Revenues	111	3080420	Invalid BARS account	Invalid BARS account format	\$134,187.00	Edit	Delete
04	Detail of Revenues	112	3080421	Invalid BARS account	Invalid BARS account format	\$1,064,591.00	Edit	Delete
04	Detail of Revenues	126	3438000	Invalid BARS account	Invalid BARS account format	\$1,750.00	Edit	Delete
04	Detail of Revenues	139	3080005	Invalid BARS account	Invalid BARS account format	\$47,354.00	Edit	Delete
05	Detail of Expenditures	178	59200	Invalid BARS account	Invalid BARS account format	\$1,000.00	Edit	Delete
05	Detail of Expenditures	201	50800	Invalid BARS account	Invalid BARS account format	\$149,859.00	Edit	Delete
05	Detail of Expenditures	205	50800	Invalid BARS account	Invalid BARS account format	\$36,442.00	Edit	Delete
05	Detail of Expenditures	289	50800	Invalid BARS account	Invalid BARS account format	\$1,597,967.00	Edit	Delete
05	Detail of Expenditures	309	50800	Invalid BARS account	Invalid BARS account format	\$79,186.00	Edit	Delete

Page 1 of 3, items 1 to 20 of 41.



Edit Button



04 Detail of Revenues	111	3080420	Invalid BARS account	Invalid BARS account format	\$134,187.00	Edit	Delete
04 Detail of Revenues	112	3080421	Invalid BARS account	Invalid BARS account format	\$1,064,591.00	Edit	Delete
04 Detail of Revenues	126	3438000	Invalid BARS account	Invalid BARS account format	\$1,750.00	Edit	Delete

Account:
Fund:
Fund Name:
Amount:
Line Number:

Original Acct: 3438000
Original Fund: 401
Original Fund Name:
Original Amount: \$1,750.00

04 Detail of Revenues	139	3080005	Invalid BARS account	Invalid BARS account format	\$47,354.00	Edit	Delete
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04 Detail of Revenues	112	3080421	Invalid BARS account	Invalid BARS account format	\$1,064,591.00	Edit
04 Detail of Revenues	126	3438000	Invalid BARS account	Invalid BARS account format	\$1,750.00	Edit

Original Acct: 3438000
Original Fund: 401
Original Amount: \$1,750.00

04 Detail of Revenues	139	3080005	Invalid BARS account	Invalid BARS account format	\$47,354.00	Edit
05 Detail of Expenditures	178	59200	Invalid BARS account	Invalid BARS account format	\$1,000.00	Edit





Choose either upload or manual entry option

Schedule 9 Format

1234567891011

How would you like to submit your schedule 9 data?

☒ Submit a file in standard record layout
☐ Add all line items manually

Click the "Select File" button to attach your schedule then click the "Next >>" button at the bottom to submit your schedule data. Click [here](#) to see an example of the correct file format.

Schedule File:



Schedule 09 – Excel Format

ID No.	Description	Maturity Date (MM/DD/YYYY)	Beginning	Additions	Reductions	BARS Code for Redemption	Ending
251.11	2001 Fire Truck	12/31/2015	5,000	2,000	1,000	59122	6,000
251.12	2005 Park Bond		65,000	-	15,000	59176	50,000

- For a complete list of ID Numbers, consult the appropriate BARS Manual
- Attach and select Next; if an error message is received at this stage, Excel document is not in correct format.

Schedule 9 Format

1234567891011

How would you like to submit your schedule 9 data?

☒ Submit a file in standard record layout
☐ Add all line items manually


Click the "Select File" button to attach your schedule then click the "Next >>" button at the bottom to submit your schedule data. Click [here](#) to see an example of the correct file format.



Schedule File:



- After upload, all red flags must be cleared. Editing may be accessed through edit link.

VALIDATION REPORT


[VIEW PRINTABLE FORMAT](#)
☒ Display all line items

Type ▲	Line # ▲	ID. No.	Description	Error	Error Description
	1	251.11	2001 Fire Truck		Edit Delete
	2	251.12	2005 Park Bond		Edit Delete

[<< Back](#)
[Save](#)
[Start Over](#)
[Next >>](#)



Schedule 09 – Manual Entry

Choose appropriate Debt Type from drop down menu
Choose appropriate ID No. from drop down menu
Complete remaining fields and select Add

Schedule 9

1

2

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ADD NEW LINE ITEM

Debt Type:

ID No.:

Description:

Maturity Date:

General Obligation

251.11

Beginning:

Additions:

Reductions:

BARS Code for Redemption of Debt Only:

Ending:

Add

VALIDATION REPORT

VIEW PRINTABLE FORMAT

Display all line items

Type ▲	Line # ▲	ID. No.	Description	Error	Error Description
No records to display.					

<< Back

Save

Start Over

Next >>



Schedule 09 – Print Options

Return to Annual Report Submission

1 of 1 Acrobat (PDF) file Export

Schedule 9

Entity: Tenino, City of

Year: 2010

Schedule 9

Entity: Tenino, City of

Year: 2010

Debt Type	ID. No	Description	Beginning	Additions	Reductions	BARS Code	Ending
General Obligation							
	251.12	Bank of New York	\$60,000	\$0	\$30,000	59121	\$30,000
		Sub-total:	\$60,000	\$0	\$30,000		\$30,000
Revenue							
	263.82	Berkadia	\$36,000	\$0	\$23,000	59134	\$13,000
	263.82	Water Control	\$137,449	\$0	\$6,545	58234	\$130,904
	263.82	Sewer Design	\$862,105	\$0	\$53,881	58235	\$808,224
	263.82	Sewer Construction	\$6,210,964	\$350,000	\$365,350	58235	\$6,195,614
		Sub-total:	\$7,246,518	\$350,000	\$448,776		\$7,147,742
		Grand total:	\$7,306,518	\$350,000	\$478,776		\$7,177,742

Schedule 16 - State



Choose either upload or manual entry option

SUBMIT ANNUAL REPORT

Schedule 16 State Format

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How would you like to submit your state schedule 16 data?

☐ Submit a file in standard record layout

☒ Add all line items manually

<< Back

Save

Start Over

Next >>



Schedule 16 – State Excel Format

Column 1: State Agency BARS Code
Use revenue code

State Agency BARS Account	Grantor	Program Title	Identification #	Amount
3340250	Fish And Wildlife	Hunter Education	1-90-743-09	68,822
3340360	Transportation	Division of Aeronautics	GC9434	5,692
3340360	Transportation	Street Improvement	8008C011	122,500
3340310	Ecology	Shoreline	N/A	15,113



Schedule 16 – State Excel Format

Attach file and choose Next.

If an error message appears, file format is not correct.

SUBMIT ANNUAL REPORT

Schedule 16 State Format

1234567891011

How would you like to submit your state schedule 16 data?

☒ Submit a file in standard record layout
☐ Add all line items manually

Click the "Select File" button to attach your schedule then click the "Next >>" button at the bottom to submit your schedule data. Click [here](#) to see an example of the correct file format.

Schedule File:

Click [here](#) for a list of state agencies and their assigned account codes.



Schedule 16 – State Manual Entry

Choose Grantor agency from drop down menu then complete fields and select Add

SUBMIT ANNUAL REPORT

Schedule 16 State

1234567891011

ADD NEW LINE ITEM

Grantor:

Program Title:

Identification #:

Current Year Expenditures:

Add

SCHEDULE 16 STATE ITEMS

[VIEW PRINTABLE FORMAT](#)

Type ▲	Grantor ▲	Program Title	Identificaton #	Amount	Error	Error Description
No records to display.						

<< Back

Save

Start Over

Next >>



Schedule 16 - State



Clear all red flags by either using edit function or re-import file.

Schedule 16 State

1

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11

ADD NEW LINE ITEM

Grantor:

Program Title:

Identification #:

Current Year Expenditures:

Add

SCHEDULE 16 STATE ITEMS

VIEW PRINTABLE FORMAT

Type ▲	Grantor ▲	Program Title	Identificaton #	Amount	Error	Error Description		
	Department of Transportation	Division of Aeronatucis	GC9434	\$5,692.00	Invalid Grantor	The grantor you entered does not match a grantor in our list.	Edit	Delete
	Department of Transportation	Street Improvement	8008C011	\$122,500.00	Invalid Grantor	The grantor you entered does not match a grantor in our list.	Edit	Delete
	EMS Regional Council		N/A	\$15,113.00	Invalid Grantor	The grantor you entered does not match a grantor in our list.	Edit	Delete
	WA State Energy Office	Energy Code Enforcement	1-90-743-09	\$68,822.00	Invalid Grantor	The grantor you entered does not match a grantor in our list.	Edit	Delete
	Department of Transportation	Street Improvement	8008C011	\$122,500.00			Edit	Delete

<< Back

Save

Start Over

Next >>





Choose either upload or manual entry option

SUBMIT ANNUAL REPORT

Schedule 16 Federal Format

1234567891011

How would you like to submit your federal schedule 16 data?

☐ Submit a file in standard record layout
☒ Add all line items manually

<< Back
Save
Start Over
Next >>



Schedule 16 – Federal Excel Format

CFDA Column: Enter 5 digit CFDA number including decimal

ARRA? Column: Enter Y if ARRA

Footnote Ref: Enter footnote number separated by comma if multiple

CFDA	Federal Agency Name	Federal Program Name	Pass-Through Agency Name	Other Award I.D. Number	ARRA?	Total	Foot-note Ref.
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Schedule 16 – Federal Manual Entry

Choose CFDA number from drop down box. Federal Agency Name and Federal Program Name fields will auto-fill based on CFDA. Check ARRA box if applicable.

Schedule 16 Federal

1

2

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4

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11

ADD NEW LINE ITEM

CFDA #:

Federal Agency Name:

Federal Program Name:

Pass-Through Agency Name:

Other Award I.D. Number:

ARRA: Total:

Foot-note Ref.:

☐

Add

SCHEDULE 16 FEDERAL ITEMS

VIEW PRINTABLE FORMAT

Type	CFDA #	Program Title	Total	Error	Error Description
No records to display.					

FOOTNOTE FILE

Select footnote file:

Select

Add File


View Standard Footnote File Format

<< Back

Save

Start Over

Next >>



Schedule 16 – Federal Footnotes

A footnote file is required when preparing Schedule 16 Federal.
 A template is provided “[View Standard Footnote File Format](#)”.
 Once a footnote file is created/save, Select file, than click Add File to attach.

SCHEDULE 16 FEDERAL ITEMS
[VIEW PRINTABLE FORMAT](#)

Type	CFDA #	Program Title	Total	Error	Error Description
No records to display.					

FOOTNOTE FILE

Select footnote file: [Select](#) [Add File](#) [View Standard Footnote File Format](#)

[<< Back](#) [Save](#) [Start Over](#) [Next >>](#)



Schedule 16 - Printout



MCAG NO. 0757

City of Tenino

Schedule 16

City/Town

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended December 31, 2010

CFDA #	Federal Agency Name	ARRA	Federal Program Name	Pass Through Agency Name	Other Award ID Number	From Pass-Through Awards	Expenditures From Direct Awards	Total Amount	Foot Note Ref
10.001	Agricultural Research Service, Department Of Agriculture		Agricultural Research_Basic and Applied Research		123		\$50,000	\$50,000	1,2
Grand total:						\$0	\$50,000	\$50,000	



Remaining Schedules



All Other Schedules

1 2 3 4 5 6 7 8 9 10 11

Statements

C4/C5 Resources & Uses ☐ Attached ☒ Mailed ☐ No Activity ☐ Not Applicable

Notes ☐ Attached ☒ Mailed ☐ No Activity ☐ Not Applicable

Schedules

07 Warrant Activity ☐ Attached ☒ Mailed ☐ No Activity ☐ Not Applicable

10 Limitations of Indebtness ☐ Attached ☒ Mailed ☐ No Activity ☐ Not Applicable

11 Cash Activity ☐ Attached ☒ Mailed ☐ No Activity ☐ Not Applicable

12 Investment Activity ☐ Attached ☒ Mailed ☐ No Activity ☐ Not Applicable

17 Public Works ☐ Attached ☐ Mailed ☐ No Activity ☒ Not Applicable

19 Labor Relations ☐ Attached ☐ Mailed ☒ No Activity ☐ Not Applicable

21 Risk Management ☐ Attached ☐ Mailed ☒ No Activity ☐ Not Applicable

22 Annual Audit Assessment ☐ Attached ☐ Mailed ☐ No Activity ☒ Not Applicable

<< Back

Save

Start Over

Next >>





FINAL REVIEW

Please review the reports below before submitting your final data. Click on the report name to view the report. Once you have reviewed these reports click the "Submit Annual Report" button below to submit your annual report to the State Auditor's Office.

Report Name	Difference	
Debt - Beginning Outstanding Check	(\$1,998,624)	View Report Description
Debt - Principal Payments Check	\$35,368	View Report Description
Debt - Proceeds Check	\$261,570	View Report Description
Financial Summary		View Report Description
Fund Balance - Beginning Check		
- Governmental Funds:	\$2	View Report Description
- Proprietary Funds:	\$1	
Fund Balance - Ending Check		
- Governmental Funds:	\$0	View Report Description
- Proprietary Funds:	\$0	
Interfund Activity	\$0	View Report Description
State Treasurer Summary Detail	variance	View Report Description

<< Back

Save

Start Over

Submit Annual Report



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Website: <http://www.sao.wa.gov>

